

# TRINITY CHURCH

(Methodist, United Reformed, Church of England)  
Chalfont Close, Lower Earley, Reading, RG6 5HZ

Booking Officer: telephone 0781 006 1992  
email: [roombookings@trinityearley.org.uk](mailto:roombookings@trinityearley.org.uk)

## TERMS & CONDITIONS FOR THE USE OF CHURCH FACILITIES

The following terms and conditions apply to all users of facilities at Trinity Church – church members, church associated groups and third parties.

### AVAILABILITY

Trinity Church has three rooms suitable for non-worship use. They are available for church events and for third party hire any day except Sunday. The rooms are:

**Church Sanctuary** (the “Church”)

Suitable for concerts, rehearsals and large assemblies. Seating capacity – 250.

**Church Hall** (the “Hall”)

Suitable for larger group meetings and parties. Seating capacity – 50.

**Church Crèche Room** (the “Crèche”)

Suitable for small group meetings. Seating capacity – 8.

Each room has **toilets** (including disabled) nearby. Users should be aware that the toilets will not necessarily be in use exclusively by them if there are other Users in the building at the same time.

There is a fully equipped **kitchen** which is also available for booking.

### BOOKING PROCEDURE

All room bookings in Trinity Church must be made through the Bookings Officer. This applies to church members, church groups and third party hirers. The Bookings Officer can be contacted by email ([roombookings@trinityearley.org.uk](mailto:roombookings@trinityearley.org.uk)) or by mobile phone (0781 006 1992). He will confirm the availability of the requested room and enter the booking on the church calendar.

The times of the booking will be from the time of access to the church to the time of leaving. A booking will define the room(s) booked, specific dates and the start and finish times. The use of other rooms is not allowed – they may be booked by other parties.

Every booking will require the name of the responsible person making the booking (the “User”). If the booking is chargeable, the Booking Officer will confirm the hire charge. An invoice (or payment schedule) will be sent by the Church Treasurer (see below – Payment).

The Booking Officer will send a Booking Confirmation and a copy of these Terms and Conditions to the User by email or post.

### PAYMENT

Regular third party hirers will agree a system of payment with the Church Treasurer. For those paying by bank transfer or cheque, invoices will be issued 6 times a year by email, approximately in line with academic half-terms. (E.g. Invoices to cover September - October will be issued in September and so on). The date payable will be shown on each invoice.

For those hirers paying by standing order, accounts will be issued twice a year in January and July, showing dates of hire and payments received to date. A balancing invoice will be issued with the July account for any monies due for the year which are not covered by the standing order.

Occasional hirers will be required to pay by cheque or bank transfer before the date of their booking.

## **NON PAYMENT OF INVOICES**

All invoices will show a date payable. In cases where payment has not been received by this date, a reminder will be issued giving the hirer 14 days to pay the outstanding amount. If the invoice remains unpaid after 14 days, a final reminder will be issued giving a further 14 days, and if this is also unpaid, the hirer will be referred to the Church Council for consideration that their contract of hire should be terminated and/or the matter referred to the Small Claims Court.

## **CANCELLATIONS**

**Cancellations by Users.** The Bookings Officer must be informed of any cancellation of a booking by all users as early as possible. Third party chargeable hirers must give 7 days' notice of cancellation to receive a return of the fee (occasional hirers) or a credit to their account (regular hirers). Failure to give such notice will result in the fee being charged.

**Cancellation by the Church.** The Church reserves the right to cancel any booking. In this event, the Bookings Officer will inform the hirer and endeavour to arrange a suitable alternative time and/or date. If no suitable alternative can be agreed, a full refund/credit will be given as above.

Whether the hirer or the church makes the cancellation, it is the responsibility of the User to inform those who they are expecting to attend that the booking has been cancelled.

## **SAFETY AND SECURITY**

**Security.** The User must make arrangements for access to the church with the Bookings Officer (provision of a key and the alarm code). It is the responsibility of the User to ensure the premises are secured before leaving – check the building is empty, all doors are locked, all windows shut and fastened, all lights switched off and the alarm activated.

**Fire.** In the event of fire, the User must raise the alarm and evacuate the church, checking every room. Evacuees will assemble in the car park outside the doctors' surgery. The fire brigade must be called, no matter how small the outbreak of fire. The fire may be tackled, if safe to do so, with the fire extinguishers provided; they are situated by the front entrance, in the rear corridor and in the kitchen. The fire brigade should still be called to ensure that the premises are now safe.

**Safeguarding of children and vulnerable adults.** It is the responsibility of the User to prevent physical, sexual or emotional abuse of children, young people and vulnerable adults. If children, young people or vulnerable adults will be present during the booking, then the User will be asked to complete a declaration stating familiarity with "Safeguarding Good Practice". A copy can be provided by the Bookings Officer.

## **LICENCES**

It is the responsibility of the User to ensure compliance with the laws concerning Copyright, Phonographic Performance (the use of a commercial recording – CD, MP3, DVD etc. – except during acts of worship) and Performing Rights (the live performance of commercially published music). Further information and advice can be given by the Bookings Officer.

## **CONDITION OF THE ROOMS**

It is for the benefit of all users of the church that it is left clean and tidy for the next use (this applies to both church and non-church Users). The User must return each room to the condition in which it was found. All furniture, fittings and equipment must be put back in their original locations.

Cleaning materials are kept on the premises. Should the User leave a room needing cleaning, then future bookings will be jeopardised.

## **USERS' OWN EQUIPMENT AND BELONGINGS**

**Use of own equipment.** Users wishing to bring their own equipment into the buildings for use during their booking must specify what this is and seek permission via the Bookings Officer at the time of making the booking. Electrical equipment must be Portable Appliance Tested.

**Storage of belongings.** All equipment or belongings must be removed from the church after the event. Regular users may store specific items, in specified places, only with permission from the Church Secretary (via the Bookings Officer). Items left without such permission will be disposed of.

**Display of posters and promotional material.** Posters, artwork, advertising material etc. may not be displayed on any notice board, wall, door or other surface in the church without the permission of the Church Secretary (via the Bookings Officer). If granted, such permission will have an expiry date after which the material will be removed. Posters and other publicity used as part of a booked session must be removed at the end of the session.

## **FOOD AND DRINK**

**Use of the kitchen.** The church kitchen is attached to the Hall, separated by a serving hatch. It is equipped for producing and serving teas & coffees, snacks and even full meals. It may be included in a booking but will incur a hire fee (for chargeable hirers). It is expected that refreshments from the kitchen will be consumed in the Hall. Cleaning materials are kept in the kitchen, and it is the responsibility of each hirer using the area for food preparation to ensure food safety by cleaning as appropriate both before and after food is served. The kitchen must be returned to a clean condition after use (see above paragraph - Condition of the Rooms).

**Food and drink in the church.** The consumption of food and drink in the main church is not encouraged. Should the User wish to use the church for the consumption of food and drink then approval must be obtained from the Church Secretary (via the Bookings Officer).

**Alcohol.** Alcoholic drinks are not allowed on church premises unless an application has been made via the Bookings Officer to the Church Council for approval. This applies to church members and third party hirers. Conditions apply to the serving of alcohol, namely:

- The law on serving alcohol to minors must be observed.
- Alcohol must not be sold, or provided through any form of donation.
- There may be a restriction on the types of alcohol allowed.
- Alcoholic drink may only be brought onto the premises immediately prior to the event and all empties and unconsumed drink must be removed from the premises immediately after the event.

## **INDEMNITY & INSURANCE**

All Users agree to indemnify the Trustees of Trinity Church in the event of loss or damage to the Church premises or contents, and in the event of any claim being made by any party for bodily injury or damage to property arising out of the use of the premises.

Regular Users must also provide proof of Public Liability Insurance cover (for five million pounds) for their period of use of the Church premises to provide indemnity in accordance with the above paragraph.

Effective date: 1<sup>st</sup> October 2016